

~ DDA 251-768/86  
DDA SUBJECT FILE COPY

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		5 Jan 87
TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. CMS/DA		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

## REMARKS

#1 - FOR ACTION: PLEASE PREPARE RESPONSE

FOR DDA SIGNATURE.

SUSPENSE: 14 JANUARY 1987

DDA REGISTRY  
FILE 18-4

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DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EXA/DDA	Phone No.

8041-102

\* U.S.G.P.O.: 1963 - 421-529/320

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

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DS&T-908/86

18 JUL 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: R. E. Hineman  
Deputy Director for Science and Technology

SUBJECT: Request for Nominations to DS&T Career  
Development Course No. 32

1. You are invited to submit nominees for the thirty-second DS&T Career Development Course which is scheduled to be conducted from 23 March through 18 June 1987. As you are aware, the course is intended for officers in the middle grades, GS-12 through GS-15, who have been identified as having potential for advancement to senior positions. A copy of the course objectives is attached for your information.

2. To be eligible for the course, nominees must have shown sustained strong performance in a professional position as well as demonstrated the potential for advancement. These officers should be ranked as either Category I or be within the top 10 to 20 percent of Category II.

3. Nominees should have a minimum of five years of Agency service and should have a future career expectancy of at least 10 years.

4. Experience has shown that the individuals who benefit most from the course are those who:

Have a background in or strong interest in science and technology;

Are receptive to career-broadening training and have expressed interest in the CDC;

Are good group participants.

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Request for Nominations to the DS&T Career Development  
Course No. 32

You are encouraged to consider minority and female officers who  
meet the qualifications and would benefit from the course.

5. The Directorate of Administration is invited to submit  
one primary candidate and one alternate for CDC-32. For each  
candidate please submit two copies each of a nominating  
statement which includes their ranking, a current biographic  
profile, and the two most recent PARs to:

[redacted]  
Director, DS&T Career Development Course  
6E40 Headquarters

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The deadline for submissions is 16 January 1987.

6. If you have questions regarding candidate selection or  
about the course itself, please call [redacted] Course  
Director, or [redacted] Administrative Assistant, on  
extension [redacted]

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R. E. Hineman [redacted]

Attachment:  
As stated

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## **DDS&T CAREER DEVELOPMENT COURSE**

### **Objectives**

To provide a comprehensive review of the offices in the Directorate of Science and Technology, including their missions, functions, operating procedures, and relationships with each other and consumers;

To provide an overview of the rest of the Agency and the Intelligence Community in order to gain a better understanding of the intelligence process, and to provide an awareness of the interrelated roles of collectors, producers and support elements and the coordination of their activities;

To provide an understanding of the consumers of intelligence information, including their needs and the ways in which they utilize intelligence products;

To provide an awareness of the role that the Intelligence Community plays in policymaking activities and an awareness of the mechanisms guiding and overseeing the Community;

To provide an awareness of some of the major issues in the Intelligence Community and the impact that those issues have on various segments of the Community;

To provide an introduction to the technology being applied to intelligence collection and processing, and the research and development producing that technology;

To enable participants to enrich their professional scope and potential through observation and discussion of management principles and techniques applied in the Agency.

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